



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 19, 2013

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND SIXTY-THIRD

The four hundred and sixty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 19, 2013, at 5:30 p.m.

1. CALL TO ORDER

Commissioner King called the meeting to order at 5:30pm

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included: Michael Arnoldus, Director of Employment Services/Personnel Commission; Gary Maehara, Interim Director of Human Resources Operations; Sophia Spiteri, Human Resources Analyst I; and Jillian Sturek, Executive Assistant, Human Resources (note taker).

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. ADMINISTRATION OF THE OATH OF OFFICE - Barbara Harison

Director Arnoldus administered the Oath of Office to Commissioner Harison for another three year term.

5. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the minutes of the Thursday, November 21, 2013 meeting of the Personnel Commission were unanimously approved.

6. CORRESPONDENCE

None

7. OLD BUSINESS

None

8. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

None

C. Director's Report

Director Arnoldus reviewed the monthly *Current Recruitments Report* that included two pending recruitments and four closed recruitments. The *Positions Filled and Pending Report* reflected four positions filled and four pending selection. A brief discussion ensued related to number of forthcoming exams.

Director Arnoldus discussed the CSPCA Conference being offered in February 2014.

Commissioner Gonzales asked if there was an update on filling the Vice Chancellor of Business Services position. Director Arnoldus indicated that it is currently in progress.

D. Commissioners' Reports

None

9. **REVISION OF A CLASSIFICATION SPECIFICATION**

Human Resources Technician, Confidential

Sophia Spiteri, Human Resources Analyst I, reported that the Human Resources Department requested a revision to the minimum qualifications for the Human Resources Technician classification prior to conducting the recruitment. Ms. Spiteri indicated the changes would allow for a more accurate reflection of the experience and education necessary to successfully perform the job functions. Ms. Spiteri stated that the proposed changes included broadening the *Representatives Duties* and revising the *Knowledge and Abilities* to ensure the language is up-to-date and consistent with other classification specifications. A discussion ensued and minor changes were noted.

On motion by Commissioner Harison and seconded by Commissioner Gonzales, the revised classification specification for Human Resources Technician was unanimously approved.

10. **SCHEDULE OF 2014 PERSONNEL COMMISSION MEETINGS**

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2014. The meetings are scheduled to occur the third Thursday of each month.

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the Personnel Commission meeting schedule for 2014 was unanimously approved.

11. **RECESS TO CLOSED SESSION**

None

12. **RECONVENE IN OPEN SESSION**

N/A

13. **POTENTIAL PERSONNEL COMMISSION AGENDA ITEMS FOR 2014**

Commissioner Harison suggested an updated organizational chart of the Human Resources Department. Commissioner Gonzales requested a brief report at each meeting regarding any Board agenda items affecting classified employees. Commissioner King suggested a review of Personnel Commission policies and procedures with regard to senior management recruitment and the merit system appeal process.

- 14. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2014**
Commissioner Harison nominated Commissioner Gonzales as Personnel Commission Chair for 2014. Commissioner King seconded the motion and all were in favor. Commissioner Gonzales accepted the assignment.
- 15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
None
- 16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next regularly scheduled meeting of the Personnel Commission is February 20, 2014, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.
- 17. ADJOURNMENT**
On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting of the Personnel Commission adjourned at 6:07 p.m.

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of
Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521